



MERA School Based Enterprise Grant

Marketing Education Retail Alliance (MERA) is offering grant opportunities to support school-based enterprises (SBE's) in public high schools. CTE supervisors may apply for funding on behalf of schools in their district. Only one grant will be awarded at each high school. The maximum amount of funding that may be awarded is up to \$3,000 per school. All grant proposals may not be funded at the maximum amount. Grant funding may be used to assist with start-up costs for a new business or to enhance an existing business through purchases of inventory, technology, infrastructure upgrades, etc. The grant may be used to establish or support virtual businesses, assign e-commerce websites, etc. MERA will prioritize grant proposals that are innovative and bring the most value to the student experience. For example, grant proposals for inventory purchases only will not receive the maximum grant amount of \$3,000. The SBE must be operated by students and be an ongoing endeavor in which students learn about business principles and strategies. MERA requires a business plan and a list of the students working in the SBE to be provided in the final report, which will be due April 25, 2025. Complete this application and submit to brandi@laretail.org by **5:00 pm on September 20, 2024**. If you do not receive confirmation within 72 hours of the application submission, it is applicant's responsibility to confirm MERA's receipt of application. Retain a copy of all submissions for your records.

Applicant must complete all blanks or indicate N/A if it does not apply. This form MUST be typed.

School District	
Tax ID #/ EIN #	
State Planning Region (See map on last page of application)	
CTE Supervisor or other Authorized Applicant Name & Title	
Email Address	
Street Address	
City, State, ZIP	
Phone w/AC	
Contact Cell # w/AC	
Superintendent Name and Email Address	

Include the following information with your completed application:

1. Submit the following information in one spreadsheet with the specified column names:

- Column 1. School Name**
- Column 2. School Address**
- Column 3. Teacher Name**
- Column 4. Description of the Business**
- Column 5. Amount of Grant Requested**
- Column 6. Number of Students Working in the SBE**

2. Narrative- Submit the following information in a narrative format for each individual school:

- 1. Briefly explain why you are requesting this grant and what outcomes you hope to achieve**
- 2. Briefly describe student involvement in the school-based enterprise**

***An individual check made payable to the individual school will be mailed to the CTE supervisor or other authorized applicant. The CTE supervisor or other authorized applicant is responsible for distributing the grant checks to the appropriate school.**

2024-2025 MERA Grant Agreement

1. The recipient agrees to provide proper fiscal control and accounting procedures as required by MERA and the school system for fiscal audit and program evaluation. MERA grant funds are not to be used to pay sales tax. Please retain original receipts or copies of receipts proving expenditures as budgeted, along with copies of purchase orders.
2. The recipient agrees to inform MERA in writing if the program that made them eligible is discontinued from the school or school system where it is currently operating or if there is any change in teaching or school assignment.
3. The recipient shall notify MERA if they are no longer employed by the school where the grant was received. The name of the authorized person taking over the grant shall be provided to MERA immediately.
4. FINAL REPORT--The CTE supervisor agrees to provide a final report no later than **April 25, 2025**. MERA will provide the final report format to all grant recipients. The final report must include a business plan with a title page, executive summary, who is involved in management, and a financial report. Any unused grant funding must be returned to MERA by **March 15, 2025**. The final report will become part of the evaluation and may be shared and will be retained for review by the auditor. Please retain all invoices, receipts, and names of teachers and students.
5. Final Reports not timely received will result in a letter being sent to the superintendent requesting a grant refund or partial refund for those expenses not proven. If your final report is not complete, MERA may require an in-person audit and/or future grants may be reduced or not offered.
6. Non utilization of funds and/or other awarded grant opportunities may result in ineligibility for future grant years.
7. Eligible school is a public high school in the state of Louisiana.

We, the undersigned, understand that grant recipients failing to comply with the above provisions may be liable for return of the grant award and ineligible for future funding. We understand that a scheduled site visit by MERA may occur at any time during the implementation of this grant or within 1 year of the final reporting time. We, the undersigned, understand that grant recipients failing to comply with the above provisions may be liable for return of the grant award and ineligible for future funding.

School District

Printed Name and Title

Authorized Signature

Date

